

**Rule 804. Jury Administration Plan**

(a) Each jury commissioner shall develop and place into operation a written plan for the administration of the jury system. The plan shall be designed to further the policies of these rules.

(b) Each plan must:

- (1) describe the jury system;
- (2) give a detailed description of the random selection procedures to be used in all phases of juror selection, in accordance with Rule 805;
- (3) identify the lists of names, if any, which shall be used to supplement the source list, and describe the storage media by which the lists shall be maintained;
- (4) indicate if a master list is to be used, and set the minimum number of names which can be used;
- (5) list the conditions which will justify excusing a juror, as well as those which justify deferral;
- (6) describe the juror qualification questionnaire, which will be used to gather information to determine if a prospective juror is qualified;
- (7) contain policies and procedures for enforcing a summons and for monitoring failures to respond;
- (8) describe juror orientation and instruction for jurors upon initial contact prior to service; upon first appearance at the courthouse; upon reporting to a courtroom for voir dire; following empanelment; during the trial; prior to deliberations; and after the verdict has been rendered or when a proceeding is terminated without a verdict.